

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

LIFE-HEALTH ACTUARIAL SECTION

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-31

This Schedule Lists Only Those Records  
Created and Used by the

Insurance Division  
Life-Health Actuarial Section

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO. 612-31PAGE  
NO. 1 of 2

## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division  
Life-Health Actuarial Section

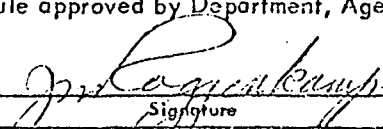
AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>INDEX TO APPROVED POLICIES:</u>  Post binders with company names arranged alphabetically giving a description of the submitted form, form number and the date of approval by the Division.	Retain permanently.
2.	<u>APPROVED POLICIES FILE:</u>  Insurance policies and forms submitted to this Division for approval along with correspondence, reports and related papers are maintained here. Questions relating to approval may be raised any time after approval within the lifetime of the insured.	Retain approved policies in current status for twelve (12) years after approval, then transfer to a State Records Center for permanent retention.
3.	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILES:</u>  This alphabetical subject file contains general correspondence and material including reports, studies and investigations pertaining to such topics as legislative reference, admission of companies, advertising, certificates of valuation, N.A.I.C. Commissions, Life-Health Guaranty Fund, National Health Insurance and Tax Shelter Annuities.	Retain while current, then remove to inactive status for one (1) year in office.  Retain in a State Records Center for four (4) additional years, then destroy.
4.	<u>RATE MANUALS:</u>  Printed and mimeographed sheets, generally in loose-leaf binders to facilitate insertion of pages containing rate changes. Rate manuals are separated into active and inactive categories.	Retain superseded rate manuals for two (2) years in office. Retain in a State Records Center for seven additional years, then destroy.

Schedule approved by Department, Agency or Division Representative

Director



Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/28/75

Date



Archivist

SEP 2 1975

Date



Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 612-31

PAGE  
NO. 2 of 2

Item No.	Description	Retention
5.	<u>MONTHLY REPLACEMENT REPORTS:</u>	
	These reports are filed by companies when their agents replace policies for insured persons with the original insurer or a new insurer.	Retain three (3) years in the office. Retain in a State Records Center for five (5) additional years, then destroy.
6.	<u>RESERVE CALCULATIONS:</u>	
	Printouts, prepared annually, that show the amount of policies in force in comparison with reserve factors.	Retain three (3) years in office. Retain in a State Records Center an additional five (5) years, then destroy.
7.	<u>BLUE CROSS-BLUE SHIELD EXAMINATIONS:</u>	
	Operational examinations conducted periodically for Blue Cross and Blue Shield.	Retain five (5) years in office and five (5) years in a State Records Center, then destroy.